

SELECTION PRIORITY: *DOE Headquarters “surplus” and “displaced” employees, as defined under the Career Transition Assistance Plan (CTAP), who are duty-stationed at Headquarters within the commuting area, who apply for and are determined to be well-qualified** may receive special selection priority. A position may be filled within a given Headquarters first-tier organization by a non-surplus or non-displaced employee from that organization when there are no eligible surplus or displaced employees within that organization. *DOE employees, located outside the Headquarters commuting area, who are eligible and apply under CTAP provisions, and who are determined to be well-qualified* may receive selection priority, though other qualified non-surplus or non-displaced Headquarters commuting area employees can be selected. *Former Headquarters commuting area employees* who are eligible under appropriate **Reemployment Priority List (RPL)**** procedures may receive selection priority; as well as *Current and Former Federal employees* eligible and who apply under the Interagency Career Transition Assistance Plan (ICTAP).

Employees who are eligible under CTAP, RPL, and ICTAP, as applicable, must fax the Certificate of Expected Separation, specific reduction-in-force separation notice, or the separation Notification of Personnel Action (SF-50), which officially documents eligibility for special selection priority, to the fax number listed below. In those recruiting circumstances where it is possible for employees and former employees eligible under all three programs to apply, the order of referral is CTAP applicants, followed in turn by RPL applicants and ICTAP applicants. Special selection priority is **not** offered in circumstances that would result in a promotion; at the discretion of the agency, pay retention may be offered to DOE employees who accept downgrades through CTAP.

* To be considered **well-qualified** under CTAP and ICTAP, an employee must satisfy the following criteria: (1) meets OPM’s eligibility requirements and basic qualification standards, including any medical qualifications, suitability, and minimum educational and experience requirements; (2) either meets all selective placement factors **OR** scores at least 85 points (not including veteran preference points) on the job related question section of the online application; (3) is physically qualified with reasonable accommodation; (4) meets any special qualifying condition(s) approved by OPM; and (5) is able to satisfactorily perform the duties of the position upon entry.

** To be eligible for selection under RPL procedures, a former Headquarters commuting area employee must either (1) describe their current qualifications for the position, or (2) submit a narrative statement indicating that he or she has the capacity, adaptability, and special skills needed to satisfactorily perform the duties of the position within 90 calendar days.

Please indicate the special selection priority authority under which you are applying by answering the online application questions, and provide all required documentation within two business days of the closing date. Current employees eligible for priority consideration for re-promotion may apply, and must fax the SF-50, which documents eligibility for grade and pay retention to the fax number listed below, and fully meet all qualifications stipulated in this announcement.